

1 these services in the manner described below, not to exceed Fifteen Thousand
2 Dollars (\$15,000) annually, at the rates or charges shown in Exhibit "B".

3 B. City shall pay Contractor in due course of payments following
4 receipt from Contractor and approval by City of invoices showing the services or
5 task performed, the time expended (if billing is hourly), and the name of the Project.
6 Contractor shall certify on the invoices that Contractor has performed the services
7 in full conformance with this Agreement and is entitled to receive payment. Each
8 invoice shall be accompanied by a progress report indicating the progress to date
9 of services performed and covered by the invoice, including a brief statement of any
10 Project problems and potential causes of delay in performance, and listing those
11 services that are projected for performance by Contractor during the next invoice
12 cycle. Where billing is done and payment is made on an hourly basis, the parties
13 acknowledge that this arrangement is either customary practice for Contractor's
14 profession, industry or business, or is necessary to satisfy audit and legal
15 requirements which may arise due to the fact that City is a municipality.

16 C. Contractor represents that Contractor has obtained all
17 necessary information on conditions and circumstances that may affect its
18 performance and has conducted site visits, if necessary.

19 D. By executing this Agreement, Contractor warrants that
20 Contractor (a) has thoroughly investigated and considered the scope of services to
21 be performed, (b) has carefully considered how the services should be performed,
22 and (c) fully understands the facilities, difficulties and restrictions attending
23 performance of the services under this Agreement. If the services involve work upon
24 any site, Contractor warrants that Contractor has or will investigate the site and is
25 or will be fully acquainted with the conditions there existing, prior to commencement
26 of services set forth in this Agreement. Should Contractor discover any latent or
27 unknown conditions that will materially affect the performance of the services set
28 forth in this Agreement, Contractor must immediately inform the City of that fact and

1 may not proceed except at Contractor's risk until written instructions are received
2 from the City.

3 E. Contractor must adopt reasonable methods during the life of
4 the Agreement to furnish continuous protection to the work, and the equipment,
5 materials, papers, documents, plans, studies and other components to prevent
6 losses or damages, and will be responsible for all damages, to persons or property,
7 until acceptance of the work by the City, except those losses or damages as may
8 be caused by the City's own negligence.

9 F. CAUTION: Contractor shall not begin work until this
10 Agreement has been signed by both parties and until Contractor's evidence of
11 insurance has been delivered to and approved by City.

12 2. TERM. The term of this Agreement shall commence at midnight on
13 January 1, 2020, and shall terminate at 11:59 p.m. on December 31, 2021, unless sooner
14 terminated as provided in this Agreement, or unless the services or the Project is
15 completed sooner. The City shall have the option to extend the term for three (3) additional
16 one-year periods, at the discretion of the City Manager.

17 3. COORDINATION AND ORGANIZATION.

18 A. Contractor shall coordinate its performance with City's
19 representative, if any, named in Exhibit "C", attached to this Agreement and
20 incorporated by this reference. Contractor shall advise and inform City's
21 representative of the work in progress on the Project in sufficient detail so as to
22 assist City's representative in making presentations and in holding meetings on the
23 Project. City shall furnish to Contractor information or materials, if any, described in
24 Exhibit "D", attached to this Agreement and incorporated by this reference, and shall
25 perform any other tasks described in the Exhibit.

26 B. The parties acknowledge that a substantial inducement to City
27 for entering this Agreement was and is the reputation and skill of Contractor's key
28 employee, named in Exhibit "E" attached to this Agreement and incorporated by this

1 reference. City shall have the right to approve any person proposed by Contractor
2 to replace that key employee.

3 4. INDEPENDENT CONTRACTOR. In performing its services,
4 Contractor is and shall act as an independent contractor and not an employee,
5 representative or agent of City. Contractor shall have control of Contractor's work and the
6 manner in which it is performed. Contractor shall be free to contract for similar services to
7 be performed for others during this Agreement; provided, however, that Contractor acts in
8 accordance with Section 9 and Section 11 of this Agreement. Contractor acknowledges
9 and agrees that (a) City will not withhold taxes of any kind from Contractor's compensation;
10 (b) City will not secure workers' compensation or pay unemployment insurance to, for or
11 on Contractor's behalf; and (c) City will not provide and Contractor is not entitled to any of
12 the usual and customary rights, benefits or privileges of City employees. Contractor
13 expressly warrants that neither Contractor nor any of Contractor's employees or agents
14 shall represent themselves to be employees or agents of City.

15 5. INSURANCE.

16 A. As a condition precedent to the effectiveness of this
17 Agreement, Contractor shall procure and maintain, at Contractor's expense for the
18 duration of this Agreement, from insurance companies that are admitted to write
19 insurance in California and have ratings of or equivalent to A:V by A.M. Best
20 Company or from authorized non-admitted insurance companies subject to Section
21 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII
22 by A.M. Best Company, the following insurance:

23 (a) Commercial general liability insurance (equivalent in scope to
24 ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than
25 \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This
26 coverage shall include but not be limited to broad form contractual liability,
27 cross liability, independent contractors liability, and products and completed
28 operations liability. City, its boards and commissions, and their officials,

1 employees and agents shall be named as additional insureds by
2 endorsement (on City's endorsement form or on an endorsement equivalent
3 in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85), and this insurance
4 shall contain no special limitations on the scope of protection given to City,
5 its boards and commissions, and their officials, employees and agents. This
6 policy shall be endorsed to state that the insurer waives its right of
7 subrogation against City, its boards and commissions, and their officials,
8 employees and agents.

9 (b) Workers' Compensation insurance as required by the California
10 Labor Code and employer's liability insurance in an amount not less than
11 \$1,000,000. This policy shall be endorsed to state that the insurer waives
12 its right of subrogation against City, its boards and commissions, and their
13 officials, employees and agents.

14 (c) Professional liability or errors and omissions insurance in an
15 amount not less than \$1,000,000 per claim.

16 (d) Commercial automobile liability insurance (equivalent in scope
17 to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an
18 amount not less than \$500,000 combined single limit per accident.

19 B. Any self-insurance program, self-insured retention, or
20 deductible must be separately approved in writing by City's Risk Manager or
21 designee and shall protect City, its officials, employees and agents in the same
22 manner and to the same extent as they would have been protected had the policy
23 or policies not contained retention or deductible provisions.

24 C. Each insurance policy shall be endorsed to state that coverage
25 shall not be reduced, non-renewed or canceled except after thirty (30) days prior
26 written notice to City, shall be primary and not contributing to any other insurance
27 or self-insurance maintained by City, and shall be endorsed to state that coverage
28 maintained by City shall be excess to and shall not contribute to insurance or self-

1 insurance maintained by Contractor. Contractor shall notify City in writing within five
2 (5) days after any insurance has been voided by the insurer or cancelled by the
3 insured.

4 D. If this coverage is written on a "claims made" basis, it must
5 provide for an extended reporting period of not less than one hundred eighty (180)
6 days, commencing on the date this Agreement expires or is terminated, unless
7 Contractor guarantees that Contractor will provide to City evidence of uninterrupted,
8 continuing coverage for a period of not less than three (3) years, commencing on
9 the date this Agreement expires or is terminated.

10 E. Contractor shall require that all sub-contractors or contractors
11 that Contractor uses in the performance of these services maintain insurance in
12 compliance with this Section unless otherwise agreed in writing by City's Risk
13 Manager or designee.

14 F. Prior to the start of performance, Contractor shall deliver to City
15 certificates of insurance and the endorsements for approval as to sufficiency and
16 form. In addition, Contractor shall, within thirty (30) days prior to expiration of the
17 insurance, furnish to City certificates of insurance and endorsements evidencing
18 renewal of the insurance. City reserves the right to require complete certified copies
19 of all policies of Contractor and Contractor's sub-Contractors and contractors, at any
20 time. Contractor shall make available to City's Risk Manager or designee all books,
21 records and other information relating to this insurance, during normal business
22 hours.

23 G. Any modification or waiver of these insurance requirements
24 shall only be made with the approval of City's Risk Manager or designee. Not more
25 frequently than once a year, City's Risk Manager or designee may require that
26 Contractor, Contractor's sub-Contractors and contractors change the amount,
27 scope or types of coverages required in this Section if, in his or her sole opinion, the
28 amount, scope or types of coverages are not adequate.

1 H. The procuring or existence of insurance shall not be construed
2 or deemed as a limitation on liability relating to Contractor's performance or as full
3 performance of or compliance with the indemnification provisions of this Agreement.

4 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
5 contemplates the personal services of Contractor and Contractor's employees, and the
6 parties acknowledge that a substantial inducement to City for entering this Agreement was
7 and is the professional reputation and competence of Contractor and Contractor's
8 employees. Contractor shall not assign its rights or delegate its duties under this
9 Agreement, or any interest in this Agreement, or any portion of it, without the prior approval
10 of City, except that Contractor may with the prior approval of the City Manager of City,
11 assign any moneys due or to become due Contractor under this Agreement. Any
12 attempted assignment or delegation shall be void, and any assignee or delegate shall
13 acquire no right or interest by reason of an attempted assignment or delegation.
14 Furthermore, Contractor shall not subcontract any portion of its performance without the
15 prior approval of the City Manager or designee, or substitute an approved sub-Contractor
16 or contractor without approval prior to the substitution. Nothing stated in this Section shall
17 prevent Contractor from employing as many employees as Contractor deems necessary
18 for performance of this Agreement.

19 7. CONFLICT OF INTEREST. Contractor, by executing this Agreement,
20 certifies that, at the time Contractor executes this Agreement and for its duration,
21 Contractor does not and will not perform services for any other client which would create a
22 conflict, whether monetary or otherwise, as between the interests of City and the interests
23 of that other client. And, Contractor shall obtain similar certifications from Contractor's
24 employees, sub-Contractors and contractors.

25 8. MATERIALS. Contractor shall furnish all labor and supervision,
26 supplies, materials, tools, machinery, equipment, appliances, transportation and services
27 necessary to or used in the performance of Contractor's obligations under this Agreement,
28 except as stated in Exhibit "D".

1 9. OWNERSHIP OF DATA. All materials, information and data
2 prepared, developed or assembled by Contractor or furnished to Contractor in connection
3 with this Agreement, including but not limited to documents, estimates, calculations,
4 studies, maps, graphs, charts, computer disks, computer source documentation, samples,
5 models, reports, summaries, drawings, designs, notes, plans, information, material and
6 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,
7 and City shall have the unrestricted right to use and disclose the Data in any manner and
8 for any purpose without payment of further compensation to Contractor. Copies of Data
9 may be retained by Contractor but Contractor warrants that Data shall not be made
10 available to any person or entity for use without the prior approval of City. This warranty
11 shall survive termination of this Agreement for five (5) years.

12 10. TERMINATION. Either party shall have the right to terminate this
13 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days
14 prior notice to the other party. In the event of termination under this Section, City shall pay
15 Contractor for services satisfactorily performed and costs incurred up to the effective date
16 of termination for which Contractor has not been previously paid. The procedures for
17 payment in Section 1.B. with regard to invoices shall apply. On the effective date of
18 termination, Contractor shall deliver to City all Data developed or accumulated in the
19 performance of this Agreement, whether in draft or final form, or in process. And,
20 Contractor acknowledges and agrees that City's obligation to make final payment is
21 conditioned on Contractor's delivery of the Data to City.

22 11. CONFIDENTIALITY. Contractor shall keep all Data confidential and
23 shall not disclose the Data or use the Data directly or indirectly, other than in the course of
24 performing its services, during the term of this Agreement and for five (5) years following
25 expiration or termination of this Agreement. In addition, Contractor shall keep confidential
26 all information, whether written, oral or visual, obtained by any means whatsoever in the
27 course of performing its services for the same period of time. Contractor shall not disclose
28 any or all of the Data to any third party, or use it for Contractor's own benefit or the benefit

1 of others except for the purpose of this Agreement.

2 12. BREACH OF CONFIDENTIALITY. Contractor shall not be liable for a
3 breach of confidentiality with respect to Data that: (a) Contractor demonstrates Contractor
4 knew prior to the time City disclosed it; or (b) is or becomes publicly available without
5 breach of this Agreement by Contractor; or (c) a third party who has a right to disclose does
6 so to Contractor without restrictions on further disclosure; or (d) must be disclosed pursuant
7 to subpoena or court order.

8 13. ADDITIONAL SERVICES. The City has the right at any time during
9 the performance of the services, without invalidating this Agreement, to order extra work
10 beyond that specified in the RFQ or make changes by altering, adding to or deducting from
11 the work. No extra work may be undertaken unless a written order is first given by the City,
12 incorporating any adjustment in the Agreement Sum, or the time to perform this Agreement.
13 Any increase in compensation of ten percent (10%) or less of the Agreement Sum, or in
14 the time to perform of One Hundred Eighty (180) days or less, may be approved by the
15 City Representative. Any greater increases, taken either separately or cumulatively, must
16 be approved by the City Council. It is expressly understood by Contractor that the
17 provisions of this paragraph do not apply to services specifically set forth in the RFQ or
18 reasonably contemplated in the RFQ. Contractor acknowledges that it accepts the risk
19 that the services to be provided pursuant to the RFQ may be more costly or time consuming
20 than Contractor anticipates and that Contractor will not be entitled to additional
21 compensation for the services set forth in the RFQ.

22 14. RETENTION OF FUNDS. Contractor authorizes the City to deduct
23 from any amount payable to Contractor (whether or not arising out of this Agreement) any
24 amounts the payment of which may be in dispute or that are necessary to compensate the
25 City for any losses, costs, liabilities or damages suffered by the City, and all amounts for
26 which the City may be liable to third parties, by reason of Contractor's acts or omissions in
27 performing or failing to perform Contractor's obligations under this Agreement. In the event
28 that any claim is made by a third party, the amount or validity of which is disputed by

1 Contractor, or any indebtedness exists that appears to be the basis for a claim of lien, the
2 City may withhold from any payment due, without liability for interest because of the
3 withholding, an amount sufficient to cover the claim. The failure of the City to exercise the
4 right to deduct or to withhold will not, however, affect the obligations of Contractor to insure,
5 indemnify and protect the City as elsewhere provided in this Agreement.

6 15. AMENDMENT. This Agreement, including all Exhibits, shall not be
7 amended, nor any provision or breach waived, except in writing signed by the parties which
8 expressly refers to this Agreement.

9 16. LAW. This Agreement shall be construed in accordance with the laws
10 of the State of California, and the venue for any legal actions brought by any party with
11 respect to this Agreement shall be the County of Los Angeles, State of California for state
12 actions and the Central District of California for any federal actions. Contractor shall cause
13 all work performed in connection with construction of the Project to be performed in
14 compliance with (1) all applicable laws, ordinances, rules and regulations of federal, state,
15 county or municipal governments or agencies (including, without limitation, all applicable
16 federal and state labor standards, including the prevailing wage provisions of sections 1770
17 *et seq.* of the California Labor Code); and (2) all directions, rules and regulations of any fire
18 marshal, health officer, building inspector, or other officer of every governmental agency
19 now having or hereafter acquiring jurisdiction. If any part of this Agreement is found to be
20 in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in
21 conflict with any applicable laws, but the remainder of the Agreement will remain in full
22 force and effect.

23 17. PREVAILING WAGES.

24 A. Consultant agrees that all public work (as defined in California
25 Labor Code section 1720) performed pursuant to this Agreement (the "Public
26 Work"), if any, shall comply with the requirements of California Labor Code sections
27 1770 *et seq.* City makes no representation or statement that the Project, or any
28 portion thereof, is or is not a "public work" as defined in California Labor Code

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section 1720.

B. In all bid specifications, contracts and subcontracts for any such Public Work, Consultant shall obtain the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in this locality for each craft, classification or type of worker needed to perform the Public Work, and shall include such rates in the bid specifications, contract or subcontract. Such bid specifications, contract or subcontract must contain the following provision: "It shall be mandatory for the contractor to pay not less than the said prevailing rate of wages to all workers employed by the contractor in the execution of this contract. The contractor expressly agrees to comply with the penalty provisions of California Labor Code section 1775 and the payroll record keeping requirements of California Labor Code section 1771."

18. ENTIRE AGREEMENT. This Agreement, including all Exhibits, constitutes the entire understanding between the parties and supersedes all other agreements, oral or written, with respect to the subject matter in this Agreement.

19. INDEMNITY.

A. Consultant shall indemnify, protect and hold harmless City, its Boards, Commissions, and their officials, employees and agents ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with (1) Consultant's breach or failure to comply with any of its obligations contained in this Agreement, including all applicable federal and state labor requirements including, without limitation, the requirements of California Labor Code section 1770 *et seq.* or (2) negligent or willful acts, errors, omissions or misrepresentations committed by Consultant, its officers, employees, agents, subcontractors, or anyone under Consultant's control, in the performance

1 of work or services under this Agreement (collectively "Claims" or individually
2 "Claim").

3 B. In addition to Consultant's duty to indemnify, Consultant shall
4 have a separate and wholly independent duty to defend Indemnified Parties at
5 Consultant's expense by legal counsel approved by City, from and against all
6 Claims, and shall continue this defense until the Claims are resolved, whether by
7 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
8 breach, or the like on the part of Consultant shall be required for the duty to defend
9 to arise. City shall notify Consultant of any Claim, shall tender the defense of the
10 Claim to Consultant, and shall assist Consultant, as may be reasonably requested,
11 in the defense.

12 C. If a court of competent jurisdiction determines that a Claim was
13 caused by the sole negligence or willful misconduct of Indemnified Parties,
14 Consultant's costs of defense and indemnity shall be (1) reimbursed in full if the
15 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
16 percentage of willful misconduct attributed by the court to the Indemnified Parties.

17 D. The provisions of this Section shall survive the expiration or
18 termination of this Agreement.

19 20. FORCE MAJEURE. If any party fails to perform its obligations
20 because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain
21 labor or materials or reasonable substitutes for labor materials, governmental restrictions,
22 governmental regulations, governmental controls, judicial orders, enemy or hostile
23 governmental action, civil commotion, fire or other casualty, or other causes beyond the
24 reasonable control of the party obligated to perform, then that party's performance will be
25 excused for a period equal to the period of such cause for failure to perform.

26 21. AMBIGUITY. In the event of any conflict or ambiguity between this
27 Agreement and any Exhibit, the provisions of this Agreement shall govern.

28 22. NONDISCRIMINATION.

1 A. In connection with performance of this Agreement and subject
2 to applicable rules and regulations, Contractor shall not discriminate against any
3 employee or applicant for employment because of race, religion, national origin,
4 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap or
5 disability. Contractor shall ensure that applicants are employed, and that employees
6 are treated during their employment, without regard to these bases. These actions
7 shall include, but not be limited to, the following: employment, upgrading, demotion
8 or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay
9 or other forms of compensation; and selection for training, including apprenticeship.

10 23. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in
11 accordance with the provisions of the Ordinance, this Agreement is subject to the
12 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
13 Long Beach Municipal Code, as amended from time to time.

14 A. During the performance of this Agreement, the Consultant
15 certifies and represents that the Consultant will comply with the EBO. The
16 Consultant agrees to post the following statement in conspicuous places at its place
17 of business available to employees and applicants for employment:

18 “During the performance of a contract with the City of Long Beach, the
19 Consultant will provide equal benefits to employees with spouses and its
20 employees with domestic partners. Additional information about the City of
21 Long Beach’s Equal Benefits Ordinance may be obtained from the City of
22 Long Beach Business Services Division at 562-570-6200.”

23 B. The failure of the Consultant to comply with the EBO will be
24 deemed to be a material breach of the Agreement by the City.

25 C. If the Consultant fails to comply with the EBO, the City may
26 cancel, terminate or suspend the Agreement, in whole or in part, and monies due or
27 to become due under the Agreement may be retained by the City. The City may
28 also pursue any and all other remedies at law or in equity for any breach.

1 D. Failure to comply with the EBO may be used as evidence
2 against the Consultant in actions taken pursuant to the provisions of Long Beach
3 Municipal Code 2.93 et seq., Contractor Responsibility.

4 E. If the City determines that the Consultant has set up or used its
5 contracting entity for the purpose of evading the intent of the EBO, the City may
6 terminate the Agreement on behalf of the City. Violation of this provision may be
7 used as evidence against the Consultant in actions taken pursuant to the provisions
8 of Long Beach Municipal Code Section 2.93 et seq., Contractor Responsibility.

9 24. NOTICES. Any notice or approval required by this Agreement shall
10 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
11 postage prepaid, addressed to Contractor at the address first stated above, and to City at
12 411 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager, with a copy
13 to the City Clerk at the same address. Notice of change of address shall be given in the
14 same manner as stated for other notices. Notice shall be deemed given on the date
15 deposited in the mail or on the date personal delivery is made, whichever occurs first.

16 25. COVENANT AGAINST CONTINGENT FEES. Contractor warrants
17 that Contractor has not employed or retained any entity or person to solicit or obtain this
18 Agreement and that Contractor has not paid or agreed to pay any entity or person any fee,
19 commission or other monies based on or from the award of this Agreement. If Contractor
20 breaches this warranty, City shall have the right to terminate this Agreement immediately
21 notwithstanding the provisions of Section 10 or, in its discretion, to deduct from payments
22 due under this Agreement or otherwise recover the full amount of the fee, commission or
23 other monies.

24 26. WAIVER. The acceptance of any services or the payment of any
25 money by City shall not operate as a waiver of any provision of this Agreement or of any
26 right to damages or indemnity stated in this Agreement. The waiver of any breach of this
27 Agreement shall not constitute a waiver of any other or subsequent breach of this
28 Agreement.

1 27. CONTINUATION. Termination or expiration of this Agreement shall
2 not affect rights or liabilities of the parties which accrued pursuant to Sections 7, 10, 11,
3 18, 21 and 28 prior to termination or expiration of this Agreement.

4 28. TAX REPORTING. As required by federal and state law, City is
5 obligated to and will report the payment of compensation to Contractor on Form 1099-Misc.
6 Contractor shall be solely responsible for payment of all federal and state taxes resulting
7 from payments under this Agreement. Contractor shall submit Contractor's Employer
8 Identification Number (EIN), or Contractor's Social Security Number if Contractor does not
9 have an EIN, in writing to City's Accounts Payable, Department of Financial Management.
10 Contractor acknowledges and agrees that City has no obligation to pay Contractor until
11 Contractor provides one of these numbers.

12 29. ADVERTISING. Contractor shall not use the name of City, its officials
13 or employees in any advertising or solicitation for business or as a reference, without the
14 prior approval of the City Manager or designee.

15 30. AUDIT. City shall have the right at all reasonable times during the
16 term of this Agreement and for a period of five (5) years after termination or expiration of
17 this Agreement to examine, audit, inspect, review, extract information from and copy all
18 books, records, accounts and other documents of Contractor relating to this Agreement.

19 31. THIRD PARTY BENEFICIARY. This Agreement is not intended or
20 designed to or entered for the purpose of creating any benefit or right for any person or
21 entity of any kind that is not a party to this Agreement.

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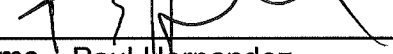
IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

COMMUNITY HEALTH COUNCILS, INC.,
a California corporation

January 15, 2020

By 
Name Veronica Flores
Title Chief Executive Officer

January 16, 2020

By 
Name Paul Hernandez
Title Board Chair

"Contractor"

CITY OF LONG BEACH, a municipal corporation

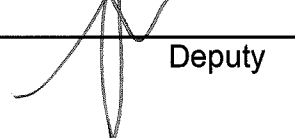
February 3, 2020

By 
City Manager

"City"

This Agreement is approved as to form on January 28, 2020.

CHARLES PARKIN, City Attorney

By 
Deputy

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

EXHIBIT "A"



RFQ HE18-099 PART II - Request for Quotes for Projects > \$25,000

The City of Long Beach (COLB) is soliciting quotes to identify firms to partner as subcontractors. A single project may require one or more subcontractors to provide programmatic or technical expertise. Providing a quote does not guarantee selection. This Request for Quotes is not transferable and is subject to the same terms and conditions listed in RFQ HE18-099. Selected contractor(s) will be notified in writing.

SCOPE OF WORK To Be Completed by COLB Program Staff

Project Name: Grant Writing Support Services

The City of Long Beach Department of Health and Humans Services (DHHS) is seeking a grant writing consultant to support fund development efforts by writing proposals to foundations and government agencies (federal, state, and county). The grant writing consultant will work with DHHS Bureau Managers and Program Officers to write, edit, format, and submit grant proposals on behalf of DHHS. The grant writing consultant will be contracted based on project need. DHHS does not know the number of proposals that will need to be written at this time, but estimates between zero (0) and five (5) proposals will need to be written annually. DHHS reserves the right to award to multiple consultants. Please include in the response the agency's success rate.

DHHS' scope of work includes the following:

- Help plan the proposal with staff and any outside partners
- Conduct background research and extract relevant data
- Write grants
- Complete and format attachments as appropriate to the consultant role (e.g. budgets, etc.)
- Complete proposals in time for City review to meet the deadline.

Is an interview or oral presentation needed? YES Tentative Date: _____
NO

If a section(s) below is checked, the applicant must complete the corresponding section(s) on the following pages, and upload the entire document to PlanetBids by 3:00pm on 12/20/19 _____:

- Relevant programmatic logic model(s)
- Scope of work, including description of expected outcomes, goals, objectives, process outputs, and activities to measure impact
- Staff qualifications and availability

Part (B) – Budget: (2 pages max)

- Rate sheet
- Proposed budget and budget narrative

For questions regarding this solicitation, please contact Andrea Lee _____ at Andrea.Lee@longbeach.gov _____.



RFQ HE18-099 PART II - Request for Quotes for Projects > \$25,000

PART (A) – NARRATIVE *To Be Completed by Applicant*

(3 pages max)

Relevant programmatic logic model(s). Upload separate document, if needed.

Scope of work, including description of goals, expected outcomes, objectives, process outputs, and activities to measure impact. Upload separate document, if needed.

(Please see attached document)

Staff qualifications and availability. Upload separate document, if needed.

CHC's Fund Development team offers over 40 collective years of grant development and management experience to this process. The team will be available for up to 100 hours per quarter, as needed, to support grant development activities in collaboration with the City of Long Beach.

Michelle Burton, Chief Strategy Officer/Director, Social Change Institute: Ms. Burton currently oversees CHC's strategic fund development activities, manages operations of CHC's social enterprise, The Social Change Institute, working closely with CHC's executive team, development staff and board fund development committee to create and implement agency fund development plans, and effectively and responsibly managing agency budget and resources in all areas of fund development and marketing. Ms. Burton has over 27 years of experience working with organizations to secure the necessary funding and partnerships to help



RFQ HE18-099 PART II - Request for Quotes for Projects > \$25,000

PART (B) – BUDGET *To Be Completed by Applicant*

(2 pages max)

Rate sheet on file

Proposed budget and budget narrative. Please attach budget separately, if needed.

**RFQ HE18-099 PART II - Request for Quotes for Projects
Community Health Councils
Scope of Work**

CHC will provide overall consultation, planning and strategizing with DHHS staff towards achievement of the following goals:

Goal 1 – Submit 5 new grant proposals to fund work to be undertaken by the City of Long Beach DHHS by December 31, 2020.

Objectives:

- Objective 1- Help plan the proposal with staff and any outside partners
- Objective 2- Conduct background research and extract relevant data.
- Objective 3- Write grants
- Objective 4- Complete and format attachments as appropriate to the consultant role (e.g. budgets, etc.)
- Objective 5- Complete proposals in time for City review to meet the deadline.

Objective 1: Help plan the proposal with staff and any outside partners

- *Activity 1:* Review grant application guidelines with staff to ensure eligibility and identify key staff and partners to participate in preplanning, and gather questions to be clarified by the funder. CHC will communicate with funders to obtain answers to follow-up questions.
- *Activity 2:* Schedule and facilitate planning meetings with DHHS staff and outside partners (as needed) to develop project scope, timeline, roles, and to identify sources for additional data/information to be including in proposals.
- *Activity 3:* Develop and circulate project concept for staff review and approval.

Objective 2: Conduct background research and extract relevant data.

- *Activity 4:* Identify, research, collect, analyze and synthesize relevant data (e.g., demographics, programmatic operations, previous impact data, etc.) needed for inclusion in grant proposals.
 - This process will include working with City staff and partners, as needed, to obtain data that helps highlighted previous activities and successes, and or adds additional context to the proposal narrative.
- *Activity 5:* Develop language for both the grant application narratives and data including, if necessary, charts, tables and diagrams to illustrate data.

Objective 3: Write grants

- *Activity 6:* Develop timelines and the strategy to ensure timely submission of the application.
- *Activity 7:* Structure work flow and execute work plan for the grant application.
- *Activity 8:* Collaborate with partners and stakeholders (as needed) to obtain letters of support etc.

- *Activity 9:* Develop narrative language and, if necessary, charts, tables and diagrams to illustrate data.
- *Activity 10:* Prepare drafts of grant proposal applications for staff review and approval.

Objective 4 - Complete and format attachments as appropriate to the consultant role (e.g. budgets, etc.)

- *Activity 11:* Prepare supplemental documents required for grant application completion.
- *Activity 12:* Prepare grant application with all required documents.

Objective 5: Complete proposals in time for City review to meet the deadline.

- *Activity 13:* Produce drafts of complete grant applications to ensure timely submission.
- *Activity 14:* Coordinate reviews of drafts with City staff prior to submission application package.
- *Activity 15:* Provide copies of the final and completed application to City staff prior to submission of the grant.
- *Activity 16:* Upload/send final proposal package to funder.
- *Activity 17:* Receive submission confirmation, and forward confirmation to City staff.

Outputs	Process Measures
5 each: <ul style="list-style-type: none"> • Project plan • Project concept papers • Repository for all collected data • Complete and approved grant proposals with required accompanying attachments • Tracking spreadsheet for managing the pre and post award process 	# meetings with staff and partners # concept papers sent to City staff for review # draft application packages sent to City staff for review # of proposals submitted with confirmation receipts

EXHIBIT "B"



HOURLY RATE SHEET

<i>Senior Consultant</i>	\$150 hourly
<i>Associate Consultant</i>	\$125 hourly
<i>CEO</i>	\$250 hourly

Travel Costs

Travel rate is used for all travel within LA County.

Outside of LA County will be added separately and based on actual expenses (flights, lodging, mileage, etc.).

EXHIBIT “C”

City’s Representative(s):

Andrea Lee, Fund Development Specialist

(562) 570-4124

EXHIBIT “D”

Materials/Information Furnished: None

EXHIBIT “E”

Consultant’s Key Employee(s):

Michelle Burton, Chief Strategy
Officer/Director